PSD CORPUS CHRISTI'S CPC BRIEF

WEDNESDAY
20 JUNE 2012
1330 - 1500

PSD CORPUS CHRISTI, TX – POC LIST

For emergencies, please contact the PSD Command Duty Officer at
(361) 422-1558.

Contact numbers Monday through Friday (0730 – 1600), Please dial
(361) 961- plus the extension as reflected below. Our DSN Prefix is (861).

DIRECTOR – MR. HECTOR ESCAJEDA x3558
PERSONNEL OFFICER – (VACANT) x2363
MILPERS SUPERVISOR – MR. ARMANDO JUAREZ x1192
MILPAY SUPERVISOR – ROBERT CONNELLY x3553
DEPUTY DISBURSING OFFICER – MS. MARY CALDWELL x1283
RESERVE PAY – MR. BATES/MR. PHILLIPS x1418/1290
RECEIPTS/TRANSFERS – MR. ARMANDO JUAREZ x1192
SEPARATIONS/REEN/EXTENSIONS – PS1(SEL) BURNS x1419
EDUCATIONAL SERVICES OFFICE – MR. RAY BRADEN x1289
ID CARDS – MS. LYNDRICE JOHNSON x3840/3848
TRAVEL/FISCAL – MS. MARY CALDWELL x1283
TRANSIENTS/STUDENTS/LIMDU – PS1 SEGOVIA x3847
LEGAL CORDINATOR-PS3 PULIDO X1276
PASSPORTS/TRANSPORTATION – MR. LEVENE x1036

- SATO - 877-232-7286

TODAY'S TOPICS

TRANSFERS PROCESSING REMINDERS

TRAVEL SECTION - Using SATO/CTO, Travel checklist, TOPS utilization

TIMELINESS – Importance of timeliness

NAVADMINS – Please access NAVADMINS

TOPS TRANSACTIONS-PROCESSING

TRANSFERS PROCESSING REMINDERS

- CPC's must submit a **complete** Transfer Package to the Transfers Section via TOPS **within 30 days of receipt of a member's PCS orders**.
- **Please read Orders very carefully.** Screenings and BOL entries must be completed prior to the member's transfer.
- Use the Transfer Package located in our Public Website or in the G2 Website.
- The Transfers Clerk will then start the transfer process for the member. CPC's will receive updates via TOPS.
- Screenings: Screenings must be completed and signed by the CO/Director prior to submitting them to PSD.

TRANSFER PROCESS REMINDERS

- What if member has to Obligate Service (OBLISERV) in conjunction with his or her orders? Well, all required documents to reenlist or extend must be submitted to the Reenlistments/Extensions Section in a separate TOPS transactions at least 30 days prior to the member's transfer date. NO Exceptions.

- Please **review** each document before you submit it via TOPS.

- **Do not** let any members transfer prior to their transfer date. If they request to change their transfer date, they must have a valid reason and must redo a new Transfer Information Sheet (TIS).

- Ensure that the member complies with the Foreign Clearance Guide if he or she is being assigned to an overseas location. The Foreign Clearance Guide can be found at: https://www.fcg.pentagon.mil/fcg.cfm

- **CPC'S** Please do not hesitate to contact the Transfers Section if you need clarification or have questions during the transfer process.

TRAVEL SECTION
TRAVEL REQUIREMENTS

- Submit all orders, including order modifications.
- SATO - Utilizing SATO/CTO is required for making all flight arrangements. Rental cars must be reserved by SATO so accurate reimbursement is made using government rates.
- Lodging must be arranged by SATO to ensure Certificate of Non-availability (CNA) is provided and members do not exceed per diem rates. The lodging receipt must be itemized day by day with the amount.

TRAVEL SECTION
TRAVEL REQUIREMENTS (CON'T)

- Please read the travel checklist in its entirety. When you (as CPC) and the member initial each box and sign the second page, you are saying "THE CLAIM IS COMPLETE AND ACCURATE". **If the claim is not complete and accurate, it will not be processed and must be resubmitted as a new TOPS transaction after corrections are made.**

- Box 18 of the travel checklist states that the old and new Page 2's are required for Dislocation Allowance (DLA). This refers to the hard copy of the Page 2 from the previous duty station and the new one from the new duty. For travel claim liquidation purposes, pen and ink changes are acceptable on the new Page 2 provided it is signed and dated by the member.

TRAVEL SECTION
TRAVEL REQUIREMENTS (CON'T)

- Please continue using TOPS for all correspondence. Reiterate to service members that all inquires are done through you, the CPC.

- If we request a CPC action and we do not receive a response within five working days, the transaction will be considered completed and we will close it out.

TRAVEL SECTION
TRAVEL REQUIREMENTS (CON'T)

- Commander, Navy Installations Command (CNIC) regulations prohibit the travel section from issuing travel pay information. Travel pay and breakdowns must come from the member's "my pay" account.

- Individual Augmentees or Mobilized Reservists must have each leg of their orders endorsed by the command, also if they are TDY.

- Travel section phone numbers are: Ms. Caldwell: 361-961-1283

Note: PSD Corpus Christi is no longer liquidating travel claims. Once travel claims are received via TOPS, they are forwarded to the Travel Processing Center (TPC) in Jacksonville, FL for liquidation. <u>It is imperative that commands submit accurate and complete travel packages.</u> Otherwise they will be returned to the Command and the command must submit a new and complete TOPS transaction.

ADDITIONAL INFORMATION (CON'T)

TIMELINESS:

Timeliness is very important. Please submit your Sailors' pay and personnel transactions expeditiously to prevent pay problems. Timeliness of personnel transactions is monitored by CNIC and reported to the Chief of Navy Personnel and then up to the CNO and Joint Chiefs where it is compared to timeliness of each of the other services. As a team, we must all strive to make sure that we continue to improve our timeliness.

ADDITIONAL INFORMATION (CON'T)

We acknowledge that some of our CPC's do not have a Navy/Military background. A great Website for you to be aware of and where you can find the answer(s), an instruction, contact info, or guidance to almost any question you may have is:

http://www.public.navy.mil/bupers-npc/Pages/default.aspx

We strongly encourage you to use this Public Website in addition to reviewing the CPC Manual. For your information, you can find the CPC Manual and a CPC Handbook in our Public Website. These files can be downloaded by going to the "Information for Command PASS Coordinator" Section of our Website. Here is the link to PSD Corpus Christi's Public Website._

https://auth.cnic.navy.mil/corpuschristi/InstallationGuide/PersonnelSupportDetachment/index.htm

- Here is the link to PSD Corpus Christi's G2 Website:
  https://g2.cnic.navy.mil/TSCNRSE/N1/N14/default.aspx

Note: You must right click, select open Hyper link and use your e-mail

certificate "CERT" to access this website. Available only to CNRSE personnel

NAVADMINS

CPC's please start going to Navy Personnel Command for any new NAVADMINS that come out. Since the last CPC meeting there has been at least 5 new NAVADMINS that have come out. For example: NAVADMIN 025/12 TEMPORARY EARLY RETIREMENT AUTHORITY (TERA) POLICY or NAVADMIN 194/11, NAVADMIN 194/11 FY-12 PERFORMANCE-BASED BOARD FOR CONTINUATION OF SENIOR ENLISTED (ACTIVE/RESERVE) PERSONNEL WITH GREATER THAN 19 YEARS OF SERVICE - corrected etc.

- Link to NPC: http://www.public.navy.mil/bupers-npc/Pages/default.aspx. Look under New Messages, which is on the right bottom side of the page.

TOPS TRANSACTIONS

- PSD Corpus Christi is now completing all TOPS Transactions with in seven days. Anything pending on a TOPS transaction will be marked as complete, but please read the remarks to see what is missing for the member, and CPC's must submit a new TOPS transaction on what is pending for the prior one. CPC's to avoid multiple TOPS transaction for one member, please try to get the

ARE THERE ANY QUESTIONS?

For your information, the next CPC meeting will be held on Wednesday, 22 August 2012